Pack 718 Scout Track – Instructions

Citizenship, Compassion, Cooperation, Courage, Faith, Health and Fitness, Honesty, Perseverance, Positive Attitude, Resourcefulness, Respect, Responsibility

I   ScoutTrack online advancement tracking tool quick tips:

ScoutTrack is the tool that Pack 718 uses to collect advancement information from both parents and Dens. This tool will keep track of each Scout's progress towards his next rank or award and automatically include any completed awards for presentation at the next awards ceremony.

There are a couple of exceptions, the most notable being segments, which are not a nationally recognized program and are therefore not included in this program. We will continue to collect this information either at each Pack event through the coordinator or through the Den Leaders and Den Advancement Coordinators.

If you have any questions, please contact your Den Leader or your Den's Achievement Coordinator. You can also contact the Pack Advancement Coordinator (Corinne Frechette: corinnemfrechette@gmail.com).

Den Leaders: Please read the section at the end for Den Leader responsibilities and cautions

II   As a Parent:

Parents are responsible for ensuring your Scout's record is correct in Scout Track. When you log on, you will first see a screen like this one (this is a Tiger Cub example):
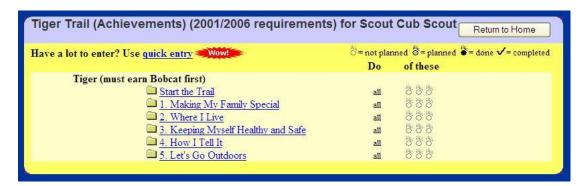

By clicking any one of the top several links (your list may look different depending on your Scout's rank and progress), you can check off requirements towards rank, electives, Sports and Academic belt loops and pins, etc.
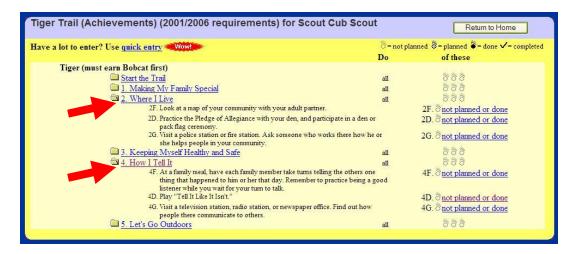
Citizenship, Compassion, Cooperation, Courage, Faith, Health and Fitness, Honesty, Perseverance, Positive Attitude, Resourcefulness, Respect, Responsibility

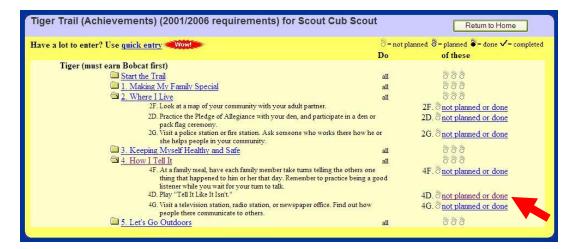By clicking on Tiger Trail (Achievements), for example, you will see a page similar to this:

You can expand individual sections to view the individual requirements by clicking on them.
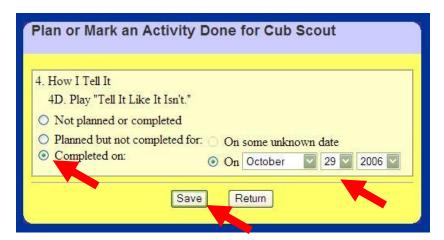
Pack 718 Scout Track – Instructions

Citizenship, Compassion, Cooperation, Courage, Faith, Health and Fitness, Honesty, Perseverance, Positive Attitude, Resourcefulness, Respect, Responsibility
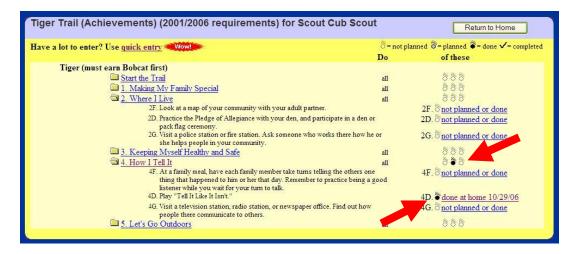
To mark a requirement completed, click on the link at the right.

Then, simply mark it complete, enter the date, and click on the "Save" button.
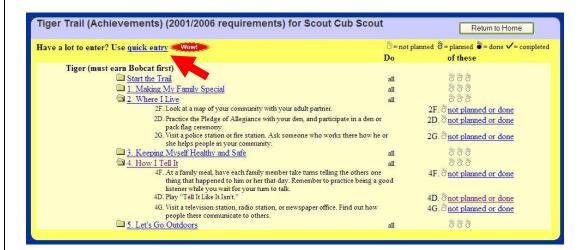

When completed, requirements will have a "black" paw next to them as shown below:
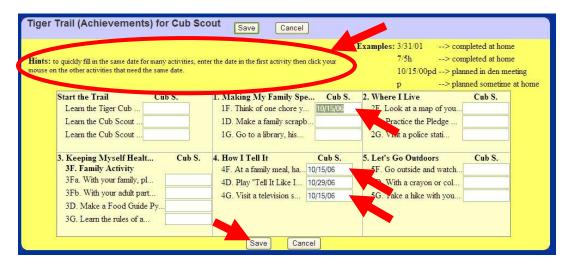

If you have a lot of items to record, you can use the "quick entry" option at the top left.

Citizenship, Compassion, Cooperation, Courage, Faith, Health and Fitness, Honesty, Perseverance, Positive Attitude, Resourcefulness, Respect, Responsibility

With this option, you can simply enter a date in each field to mark a requirement complete. If you have completed multiple requirements on the same date, you simply need to "click" on each field to enter the same date. **Be VERY careful where you click as any field you click will have a date entered in it.** When finished, click the "Save" button at the bottom or top of the page.

III   Notes for Den Leaders and Den Advancement Coordinators:

Den Leaders and Den Advancement Coordinators have been added with "Den Leader" privileges. With these privileges, you can mark requirements complete for all boys in your Den. When doing this, the "quick entry" option is especially useful as you will see all boys in the Den on one page.

If you need to change your Den's Advancement Coordinator, contact the Pack Advancement Coordinator.

If you have Den Leader privileges, you will also see a box like the one below in addition to the Parent box shown in the previous section:

Citizenship, Compassion, Cooperation, Courage, Faith, Health and Fitness, Honesty, Perseverance, Positive Attitude, Resourcefulness, Respect, Responsibility

In addition to the capability to mark requirements complete for all the Scouts in your Den, you can also generate a "Den Progress report"

You can also update your Den membership; however, we would ask you to contact the Pack Advancement Coordinator AND Committee Chair before updating Den membership to ensure we get them added to all rosters and registered properly. Additions will be taken care of immediately; drops will be held until the end of the Scouting year (July).

Do NOT use the "Promote Scouts to next rank" option. This removes all detailed requirements and history for all Scouts in the Den and doesn't allow for additional electives, etc. to be recorded towards their current rank but before the start of the next Scouting year (July). The Pack Advancement Coordinator will promote Dens once all data has been archived in June.

Do NOT modify the "Badges earned report" options. You should not need to use this option. However if you do, do not mark anything ordered or distributed as it will cause those awards to be missed by the Pack Advancement Coordinator the next time awards ARE ordered. If you need to pick up any awards yourself, please let the Pack Advancement Coordinator know so that they are not ordered redundantly and records can be updated appropriately.

Finally, if anyone in your Den needs their login information resent and/or an email address updated, you can do this under the "User login status for Den" section. If you need assistance with this, contact the Pack Advancement Coordinator.